

**DEPARTMENT OF FINANCE AND ADMINISTRATION
EMPLOYEE FACT SHEET**

ATTACHMENT B

EMPLOYEE FACT SHEET

- ⇒ Each DFA employee in a **regular** classified position (not including Extra Help positions) will have CLIP Criteria developed by his/her supervisor. This includes all graded positions (grades 1-26).
- ⇒ CLIP Criteria for individual employees will be based on approved guidelines, and is subject to review for compliance with these guidelines.
- ⇒ All graded positions will be eligible for **either** a bonus payment OR a promotion. **Only one bonus or CLIP promotion or in-position promotion may be awarded each CLIP rating period per employee.**
- ⇒ Bonus payments will be made in or around June of each year. Promotions can be effective as they come due.
- ⇒ CLIP promotions or bonuses will be awarded to those employees who are in a pay status only. Employees on Military Leave, LWOP, and FMLL who are eligible to receive a promotion or bonus will be delayed beyond the date of eligibility for the same number of days that the employee was on leave.
- ⇒ CLIP Criteria consists of the following divisions:
 - ◆ Education—Education requirements are defined by the official job specification.
 - ◆ Experience—Experience requirements are also defined by the official job specification.
 - ◆ Certification—Certification requirements are rare for DFA titles, but are also defined by the job specification.
 - ◆ Conduct—Employees exhibiting “unsatisfactory” conduct during the review period will not be considered for a bonus or promotion. “Unsatisfactory” conduct is defined as any disciplinary action equal to or greater than a written action. Counseling and verbal disciplinary actions, while documented in writing, are not unsatisfactory conduct for the purposes of the CLIP criteria.
 - ◆ PE Rating—DFA will continue to use the existing PE procedures. To be eligible for a CLIP promotion, an employee must score a rating of “satisfactory”, “above average”, or “exceeds”; for a bonus, the score must be “above average” or “exceeds”. *Performance evaluations must be completed within 30 days prior to the CLIP Review.*
 - ◆ Training—Training requirements are at the discretion of the supervisor, but will include *successful completion, during the CLIP Review period*, of in-house training, Inter-Agency Training Program (IATP) courses, Department of Information Systems trainings, and/or other outside training as deemed appropriate for the office. Training must be identified by course whenever possible, and *must* be specific to the individual employee.
 - ◆ Projects—Participation in appropriate projects during the CLIP Review period, as *approved by the DFA Director*, will be considered for CLIP purposes. Projects must be designed to assist DFA in **reaching a milestone or goal**.
 - ◆ Supplemental Requirements—This category of criteria includes miscellaneous criteria that supervisors may choose to require for bonus or promotion eligibility. Under this heading a supervisor may list one time projects, the development of a new process, mastery or a specific knowledge, ability or skill.
- ⇒ Employees must meet all established criteria to be eligible for a bonus or promotion.
- ⇒ Employees are not **entitled** to either a bonus payment or promotion. Promotional opportunities are available based on the position, the class title, the needs of the office, and other factors **in addition to** the employee’s ability to meet criteria. Bonus payments are, by definition, designed for documented exceptional and above average employees, and will be based on availability of funds at the end of the fiscal year.
- ⇒ CLIP evaluations must be completed at least 30 days prior to end of the CLIP review period.
- ⇒ Appeals of an employee’s CLIP Criteria or CLIP Review results may be made under existing DFA guidelines for CLIP appeal and DFA grievance processes.
- ⇒ Refusal by an employee to properly follow CLIP procedures or to participate in the CLIP process will eliminate that employee from CLIP eligibility consideration for that CLIP review period.
- ⇒ Supervisors who do not appropriately follow CLIP procedures for their subordinates will be eliminated from CLIP eligibility consideration for that CLIP review period.
- ⇒ For questions regarding CLIP, first contact your supervisor. If a satisfactory answer is not obtained, next contact your manager, then Administrator. Still unresolved questions or concerns may be addressed to the DFA CLIP Coordinator at 501-324-9063.